

## MEMORANDUM

TO: Garver Feed Mill Criteria and Selection Committee

FROM: Dan Rolfs

DATE: 30 December 2014

SUBJECT: Garver Feed Mill Review Process

The City received four proposals to the Garver Feed Mill RFP. They can be found at Legistar File #36628, located at the link below:

<https://madison.legistar.com/LegislationDetail.aspx?ID=2104526&GUID=37876821-F737-4760-8C81-A4B1840349D2&Options=ID|Text|&Search=36628>

Staff is proposing the following Committee process for the review of the RFPs:

1. **Jan 7, 2015**
  - a. Initial Staff presentation (proposals meeting minimum requirements)
  - b. Initial staff report
  - c. Committee Q&A regarding process
  - d. Specific questions of each development team or general questions for all
2. **January 22, 2015**
  - a. Final Staff Report
  - b. Interviews / Presentations
3. **February 26, 2015**
  - a. Public Hearing / Public Input
4. **Committee members complete scores individually and submit to Staff for compilation**
  - a. Committee members complete scoring and submit to Staff
  - b. Staff compiles scores and presents scores to Committee
  - c. Committee reviews scores and makes final decision
5. **March 26, 2015**
  - a. Scoring discussion
  - b. Final debate / decision